May 17, 2021

HR? (or name)
Location?

Dear Human Resources Representative (or name??):

I am very interested in applying for the XXX position that is posted on your website (or Indeed, other place etc). I can work part time or full time. I have an Associate Degree in General Studies from Harper College, and also hold Early Childhood Certificates in Infant/Toddler and Assistant Teacher.

My experience includes working with children at various age levels, and encompasses many types of activities. I was a resource teacher at Bright Horizons working with toddler children ages 2-3 and preschoolers ages 3-4. There I coordinated activities in the multi-purpose room such as reading, group singing, and outdoor play. While working at Tripp elementary school in their after-school program for children ages 5-9, I supervised indoor/outdoor team activities such as basketball, kickball, and board games. I also coordinated snack time distribution for the entire group. In addition, I have been associated with NWSRA, an organization that works with children ages 3-6 that have special needs, as both a volunteer and a current staff member. I worked at a clubhouse program on Saturday, usually one on one with the child playing games, supervising outside activities on the play structure, and helping the child with snacks.

Attached is my current resume. I look forward to hearing from you soon. Thank you in advance for your consideration.

Sincerely,

Laura Cilia
lauracilia3@gmail.com

847-207-8946